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Personnel



DELEGATION OF AUTHORITIES FOR THE DoD CIVILIAN ACQUISITION
WORKFORCE PERSONNEL DEMONSTRATION PROJECT

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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Pages: 1

Distribution: E; X

HQ AFMC/DPC.....1

AFFTC/CDP.....1

This instruction establishes the delegation of authorities for the DoD Civilian Acquisition Workforce Personnel Demonstration Project (Demo). It applies to military and civilian personnel who supervise and/or manage Demo employees.

1. **GENERAL:** The purpose of Demo is to demonstrate that allowing greater managerial control and authority over personnel processes and functions can enhance the effectiveness of DoD acquisition and, at the same time, expand the opportunities available to employees through a more responsive and flexible personnel system.

2. **DELEGATION OF AUTHORITIES:**

2.1. Classification authority is delegated to AFFTC/CD/CV, 412TW/CC, and 95 ABW/CC for positions within their respective organizations. Classification authority may be further delegated, in writing, to the two-letter managers and to any designated pay pool manager. "Two-letter manager" is defined as those managers reporting directly to AFFTC/CC/CD/CV, 412 TW/CC, or 95 ABW/CC. Two-letter managers and pay pool managers may choose to delegate, in writing, day-to-day classification responsibility to a deputy or one other senior manager. The two-letter chief or pay pool manager is to remain aware of classification activity and outcomes. Classification authority may not be further delegated.

2.2. The Civilian Personnel Officer (CPO) retains AFFTC classification authority and may further delegate this authority within the Civilian Personnel Flight (CPF). The CPF classification authority includes, but is not limited to, classification of standardized Position Requirements Documents, fulfilling the role of informal classification appeals authority, and carrying out other responsibilities consistent with the intent of Demo.

2.3. Pay setting for promotions is delegated to selecting supervisors not to exceed 10 percent of the selectee's current basic salary. Authority to approve promotion pay increases exceeding 10 percent, but no greater than 20 percent, of a selectee's current basic salary is delegated to AFFTC/CD/CV, 412 TW/CC and 95 ABW/CC who may, in turn, delegate this authority, in writing, to managers reporting directly to them.

2.4. Authority to approve use of pay flexibilities covering recruitment bonuses, relocation bonuses and retention allowances is delegated to those managers who report directly to AFFTC/CC/CD/CV, 412 TW/CC, or 95 ABW/CC.

2.5. Authority for determining when a personnel action is processed is delegated to the CPO who retains compliance authority for personnel system requirements and merit principles under Demo.

2.6. Authority to approve noncompetitive personnel actions to ensure full compliance with the law is delegated to the CPO.

3. **RESPONSIBILITIES:** The CPO will provide a periodic report to AFFTC/CC on how this authority is used.

WILBERT D. PEARSON, JR., Major General, USAF
Commander

